

RESOLUTION 2023-50

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN DIMAS, COUNTY OF LOS ANGELES, ADOPTING AND EXTENDING THE PAY PLAN AND REIMBURSEMENT SCHEDULE FOR CITY EMPLOYEES

NOW, THEREFORE, the City Council of the City of San Dimas does hereby resolve as follows:

SECTION 1. SALARY PLAN

Effective July 25, 2023, Resolution 2023-45 shall be amended, and the following salary plan shall supersede all previous plans, to read as follows:

All Full Time and Hourly Classification employees, with the exception of the City Manager who is on a contracted salary rate, will be separated into two tiers of salary tables based on the employees' hire or re-hire date, whichever is the latter, being prior to, on or after July 1, 2021.

- **Tier 1** - 5 step schedule with approximately five percent (5%) increases in -between each step for active employees with a hire date prior to July 1, 2021. (Exhibit A)
- **Tier 2** - with a hire or re-hire date, on or after July 1, 2021, shall be placed on a nine-step salary schedule with increases of approximately two and a half percent (2.5%) in-between each step. (Exhibit B)

<u>Elected Officials</u>	<u>RANGE</u>	<u>MONTHLY SALARY</u>
City Mayor	30	830
City Councilmember	29	620

FULL TIME CLASSIFICATIONS

<u>Executive Staff</u>	<u>RANGE</u>	<u>MONTHLY SALARY</u>
City Manager	Contracted	22,958
Assistant City Manager	104	14,616 – 17,766
Director of Administrative Services/Treasurer	100	13,241 – 16,095
Director of Community Development	100	13,241 – 16,095
Director of Parks & Recreation	100	13,241 – 16,095
Director of Public Works	100	13,241 – 16,095

Administrative Services

City Clerk	84	8,920 - 10,842
Information Systems Manager	83	8,702 - 10,577
Human Resources Manager	89	10,092 - 12,267
Accounting Supervisor	76	7,321 - 8,898
Information Systems/GIS Administrative Analyst	71	6,604 - 8,027
Human Resources Analyst	67	5,983 - 7,272
Accounting Technician	57	4,674 - 5,681

Community Development

Planning Manager	89	10,092 - 12,267
Building & Safety Manager	89	10,092 - 12,267
Housing Manager	85	9,143 - 11,113
Senior Planner	80	8,081 - 9,822
Senior Building Inspector	79	7,884 - 9,583
Building Inspector/Plans Examiner	75	7,142 - 8,681
Associate Planner	73	6,938 - 8,433
Building Inspector I	71	6,604 - 8,027
Code Compliance Supervisor	71	6,604 - 8,027
Senior Code Compliance Officer	69	6,285 - 7,640
Assistant Planner	67	5,983 - 7,272
Housing Services Coordinator	66	5,837 - 7,094
Code Compliance Officer	63	5,420 - 6,588
Building Permit Technician II	63	5,420 - 6,588
Building Permit Technician	59	4,910 - 5,968

Public Works

Engineering Manager	89	10,092 - 12,267
Public Works Maintenance Manager	85	9,143 - 11,113
Associate Engineer	80	8,081 - 9,822
Assistant Engineer	74	7,111 - 8,644
Public Works Inspector	71	6,604 - 8,027
Public Works Maintenance Supervisor	71	6,604 - 8,027
Equipment Operator	59	4,910 - 5,968
Equipment Mechanic	58	4,790 - 5,823
Street Maintenance Worker II	59	4,910 - 5,968
Street Maintenance Worker I	55	4,448 - 5,407

Parks and Recreation

Recreation Manager	85	9,143 - 11,113
Facilities Manager	85	9,143 - 11,113
Landscape Maintenance Manager	85	9,143 - 11,113
Facilities Maintenance Supervisor	73	6,938 - 8,433
Municipal Arborist	71	6,604 - 8,027
Landscape Maintenance Supervisor	71	6,604 - 8,027
Recreation Supervisor	71	6,604 - 8,027
Recreation Coordinator	63	5,420 - 6,588
Facilities Maintenance Worker II	59	4,910 - 5,968
Facilities Maintenance Worker I	55	4,448 - 5,407
Landscape Maintenance Worker II	59	4,910 - 5,968
Landscape Maintenance Worker I	55	4,448 - 5,407

Interdepartmental

Senior Management Analyst	75	7,142 - 8,681
Management Analyst	67	5,983 - 7,272
Management Aide	63	5,420 - 6,588

Office Coordinator	57	4,674 - 5,681
Administrative Secretary	57	4,674 - 5,681
Departmental Assistant	53	4,234 - 5,146

<u>HOURLY CLASSIFICATIONS</u>	<u>RANGE</u>	<u>HOURLY RATE</u>
<u>Administration Services</u>		
Management Analyst – PT	158	33.39 -40.65
<u>Parks and Recreation</u>		
Fitness Instructor	151	28.36 - 34.53
Supervising Lifeguard	146	24.83 - 30.23
Shooting Stars Director	142	22.49 - 27.39
Senior Lifeguard/Instructor	139	20.89 - 25.43
Recreation Specialist	135	18.92 - 23.04
Water Safety Instructor	135	18.92 - 23.04
Lifeguard	133	18.01 - 21.93
Senior Recreation Leader	133	18.01 - 21.93
Cashier	131	17.14 - 20.87
Recreation Leader	129	16.32 - 19.87
Building Maintenance Aide	129	16.32 - 19.87
<u>Development Services</u>		
Parking Enforcement Officer II	155	31.00 - 37.76
Parking Enforcement Officer	152	28.79 - 35.06
Planning Intern	142	22.49 - 27.39
Housing Intern	142	22.49 - 27.39
<u>Public Works</u>		
Engineering Intern	142	22.49 - 27.39

SECTION 2. PUBLIC EMPLOYEES RETIREMENT SYSTEM

In August 1999 the City amended the PERS contract to the 2% @ 55 formula with the provision that if the Employer's rate is re-instated at some future time the employees would contribute a portion of their gross salary towards the cost of the enhanced retirement plan.

As of June 22, 2014, employees shall contribute the full 7% employee portion for PERS contribution. (Resolution No. 2013-38)

The City will pay to the Public Employees Retirement System a maximum of seven percent (7%) of the employee's base compensation for their share of the retirement contribution, as required by Section 20683 of the Government Code; which sum shall be equivalent to the percentage required by law to be paid by miscellaneous employee members thereof. All full-time employees shall be enrolled in PERS upon hire. Once employees are classified as Regular Part Time, they shall be enrolled in PERS.

All new Employees hired on or after January 1, 2013 and deemed to be a "new member" as defined in Government Code Section 7522.01, shall be enrolled in the California Public Employees' Pension Reform Act (PEPRA) provided 2% at 62 retirement formula. New employees are responsible for paying 50% of the "normal cost" of the plan as annually calculated by PERS.

SECTION 3. ALTERNATIVE RETIREMENT PLAN

Effective July 1, 1991, the City has implemented an alternate retirement system for part time hourly and seasonal employees in lieu of social security. Effective on July 1, 1991, the City Manager is authorized to implement mandatory payroll deductions for part-time employees' wages in an amount of 6.2% of earnings. City paid contributions of 1.3% of earnings shall be authorized as an employer contribution to a retirement system for part-time employees. All such payroll deductions and employer contributions shall be deposited by the City into a deferred compensation retirement plan. (Resolution No. 91-52)

SECTION 4. HEALTH INSURANCE AND OPTIONAL BENEFITS PLAN

Every eligible full-time or regular part time employee receiving City benefits must be covered by a health insurance plan approved by the City except as provided below. The City will contribute \$100 per month, as of July 1, 1996, per eligible employee for the approved health care plan of the employee's choice. Effective with the pay period that begins November 15, 2020, the City shall contribute an additional \$1,445 per month per eligible full-time employee and \$673 per month per eligible regular part time employee, to an Optional Benefit Plan which the employee may receive as cash or may elect to use for medical, dental, vision insurance, or other such benefits as may be approved by the City Manager, as of September 24, 2019. To qualify to waive medical coverage with the City of San Dimas, the employee must show proof of coverage in a group health plan such as with a spouse's employer and other than the individual market place, whether obtained through Covered California, another market place established under Health Reform or outside market places established under Health Reform. Proof of other group coverage must be submitted each year at open enrollment. This plan is maintained for the exclusive benefit of employees and their dependents and is established with the intention of being maintained for an indefinite period of time.

Optional Benefit Plan

Each full-time employee and regular part time employee shall receive an Optional Benefit Plan allocation as determined by the City Council on the approved Pay Plan and Reimbursement Schedule. One hundred dollars (\$100) of the Optional Benefit Plan amount is designated for health insurance; the remainder is to be applied to available benefits. If deemed necessary the City may change insurance providers for the employees. Full time and regular part time employees who are covered by a health plan not sponsored by the City and who; therefore, do not use the City's \$100 contribution for health care coverage shall have the \$100 added to their Optional Benefits Plan. The Optional Benefit Plan amount may be increased or decreased upon approval of Administration and City Council. The Optional Benefit money is not taxed if used for deferred compensation, health, dental, and vision insurance. If the employee chooses to receive all or part of their Optional Benefit Plan money in cash, the money is subject to all taxes as required by law. The Optional Benefit Plan may be spent on benefits of the employee's choice from the following options:

Health Insurance

The City contracts with the Public Employees' Retirement System (PERS) for health insurance. Employees who do not wish to be covered must submit proof of coverage under a spouse's plan or other plan and sign an affidavit stating employee has sufficient coverage from an outside source. Employees are eligible to change plans annually during the designated open enrollment period.

Dental Insurance

The City contracts with Delta Dental to provide optional dental coverage to full-time and regular part-time employees. Delta Dental offers an indemnity plan and a prepaid plan to choose from.

Vision Insurance

The City contracts with Vision Services Plan to provide primary vision coverage to all eligible employees.

Deferred Comp

As determined by the IRS, employees may defer annual earnings up to a maximum amount. This "deferred compensation" contribution means the money will not be taxed until you draw it out. IRS rules do not allow withdrawal until you terminate employment or in the event of an emergency. The IRS may increase the maximum amount allowed for deferral each calendar year.

Cash

Employees may choose to receive all or a portion of their remaining Optional Benefit Plan funds in cash. At that time the funds are taxable.

SECTION 5. LIFE INSURANCE AND LONG-TERM DISABILITY INSURANCE

The City shall provide, at no cost to the employee, term life insurance in the amount of \$50,000 to all full-time employees and eligible regular part-time employees.

Additionally, in lieu of the employees participating in the State Disability Insurance Program, the City shall provide long-term disability insurance for all full-time and eligible regular part-time employees, which benefits are equal to or exceed those provided under State Disability Insurance.

These insurance plans are maintained for the exclusive benefit of full-time and eligible regular part-time employees, and are established with the intention of being maintained for an indefinite period of time. The specific terms and conditions of said insurance plans should be determined and approved by the City Manager.

SECTION 6. DEFERRED COMPENSATION

To encourage employees to participate in the optional deferred compensation program the City offers a 457(b) and 401(a) defined contribution plan. The City shall provide a matching contribution into the 401(a) plan up to a maximum amount shown below:

FT EEs November 15, 2020	Regular PT EEs November 15, 2020
\$250.00 per month maximum match	\$125 per month maximum match

The deferred compensation matching program is maintained for the exclusive benefit of full time and regular part time employees and is established with the intention of being maintained for an indefinite period of time. The specific terms and conditions of the program shall be determined and approved by the City Manager.

SECTION 7. OVERTIME COMPENSATION

It shall be the duty of the City Manager and/or their designee to conduct the City's business with a minimum amount of overtime. Overtime shall not be accrued under normal operating conditions.

The City Manager, their designee, or appropriate Department Director and/or manager may grant the payment of overtime compensation to employees only under unusual circumstances and only when such payment is deemed to be in the best interests of the City.

A non-exempt employee shall have the choice to receive overtime pay at the rate of one and one-half (1-1/2) times their regular rate, or compensatory time off equal to one and one-half (1-1/2) times the overtime worked for each hour over 40 hours in any work week. Such compensatory time shall be taken at the convenience of the department with the approval of the Department Director and in accordance with the City's Compensatory Time Policy. Only regular hours worked and City designated holidays will be included for purposes of overtime calculation. (Res. No. 76-60, July 27, 1976) (Res. No. 86-26, April 20, 1986)

SECTION 8. STAND BY/ON-CALL COMPENSATION

Standby duty is when qualified field personnel are designated to be on-call and prepared to respond to emergency calls for service after normal work hours, on weekends, and during holidays. Standby assignment shall apply to those employees whose residence is close enough to San Dimas to permit them to respond to a call in 45 minutes or less. The standby employee will be assigned a city issued cellular telephone that shall be carried at all times while on stand-by duty.

While on standby duty, employees are required to do the following:

- Be available by a City issued cellular telephone.
- Report to work within thirty minutes after notification.
- Refrain from activities which may impair the employee's ability to perform their duties.
- Respond to emergency situations based on a 24 hour/7-day week rotational system. Standby duty shall be for a one-week period, commencing and concluding on Wednesdays.

GUIDELINES

The Director of Public Works or the Director of Parks and Recreation will determine if an employee is qualified to perform standby duty. A standby eligibility list will be established. A six-month

standby rotation will be established with a minimum of four (4) employees for the standby eligibility list. The employee assigned standby duty will cover all holidays that fall within the scheduled week. The following criteria is used in determining which employees are eligible to be placed on standby duty:

- Judgment and ability to make sound decisions. Ability to safely evaluate a situation and determine if a supervisor should be notified.
- Knowledge and ability to perform required tasks based upon cross training.
- Experience and familiarization with City systems and operations.
- No excessive unexcused sick usage.

Safety should be a primary concern at all times. The standby employee is responsible for accessing the situation and determining if additional resources are needed. A designated supervisor shall be notified when back-up personnel are requested or when situations need further evaluation.

Standby hours will be compensated at the employee's straight time hourly rate. An employee on standby duty shall be compensated for two hours per day of the employee's hourly pay rate for each day on call on Monday through Friday. An employee on standby duty shall be compensated for two hours per day of the employee's hourly pay rate for each day on call on weekends (Saturday and Sunday) and three hours during any city approved holiday(s).

Employees assigned to standby duty must receive proper authorization by a supervisor to switch assigned standby duty with another employee who is eligible for standby duty.

Employees are not eligible for standby duty until they have completed their probationary period with a satisfactory evaluation. Any employee denied the opportunity to participate in standby duty will be informed in writing of the reasons for the exclusion; the employee may apply for reconsideration after six months.

Employees will not be eligible for standby duty pay if the employee leaves work sooner than two hours prior to the end of the work day, does not attend work because of an illness, or is on leave status. An employee will be eligible to resume standby duty after the employee returns to regular duty.

The City may revoke standby pay and take appropriate disciplinary action if the employee on standby assignment does not respond within the required 30-minute response time when notified of the initial situation.

Supervisors, who have exempt status under the Fair Labor Standards Act (FLSA) guidelines, are not eligible for paid standby compensation.

Call-Back Duty is defined as when an employee, whether or not on standby duty, is called in to work after their normal work hours or on a weekend or holiday. These employees shall be compensated for a two-hour minimum at a pay rate of time and a half. The time starts when the employee responds to the request. All time in excess of the two-hour call-out minimum will be

compensated at time and a half for the actual number of hours worked.

Multiple call outs will not be considered as separate call outs if they occur within the same two-hour minimum compensation period.

Standby workweek schedules shall be posted by the departments at the end of each month and shall cover an eight-week period.

In the interest of employee safety, a Supervisor at their discretion may alter the standby or regular schedule of an employee who has worked an extraordinary amount of call out hours within a given standby shift.

DUTIES

The standby employee may be contacted by Sheriff's Department, Fire Department, or other departments or agencies to respond to any after hour emergencies in the City. Employee is to obtain as much information via phone as to the details and extent of the emergency.

Employee must assess the situation and respond accordingly:

1. Respond to the emergency and take necessary steps to remedy the situation.
2. If the emergency is the responsibility of other agencies (traffic signal, Water Company, etc.), employee must contact and coordinate remedy of the situation with that agency. An emergency contact list and decision tree will be provided.
3. If employee needs further guidance as to how to handle the situation or needs additional employee resources, the employee must contact the pre-designated on-call supervisor.
4. Maintain a log of time spent responding to the request and actions taken.

SECTION 9. EMERGENCY COMPENSATION

An employee who is off duty and who has been recalled to duty or has been required to remain on duty in excess of their regular hours of employment as the result of a bona fide need of the City, shall have the option of either receiving salary or compensatory time off at the convenience of the department, at the rate of one and one-half (1-1/2) times the emergency time worked. The employee that has been recalled to duty will be guaranteed a minimum of two (2) hours pay or compensatory time off, at the rate of one and one-half (1-1/2) times or 3 hours. Prescheduled overtime is paid at 1 ½ times the pay rate or compensatory time off at the employee's preference. A bona fide need of the City shall be determined by the Department Director and subject to approval of the City Manager.

SECTION 10. LONGEVITY SERVICE INCENTIVE

Full Time Classification employees with five (5) years or more of continuous service with the City of San Dimas are eligible to receive Longevity/Service Incentive Pay on a bi-weekly basis as follows:

Completed Years of Continuous Service
5-9 years

% of annual salary on bi-weekly basis
2.5%

10-14 years	5%
15-19 years	7.5%
20+ years	10%

SECTION 11. SERVICE AWARDS AND RECOGNITION EVENT

Each calendar year, a recognition event will be organized for employees who have reached years of service milestones. The event will be held by the City to honor the commitment and dedication to providing a quality level of service to the City of San Dimas. Qualifying employees will receive the following one-time recognition awards:

Years of Service	Service Pin	Taxable Monetary Award
1	1 Year of Service Pin	\$0.00
5	5 Years of Service Pin & Base	\$150.00
10	10 Years of Service Pin	\$200.00
15	15 Years of Service Pin	\$250.00
20	20 Years of Service Pin	\$300.00
25	25 Years of Service Pin	\$750.00
30	30 Years of Service Pin	\$800.00
35	35 Years of Service Pin	\$850.00
40	40 Years of Service Pin	\$900.00

SECTION 12. EMPLOYEE AWARDS FOR EXCEPTIONAL SERVICE

Each calendar year full time and regular part time employees who have demonstrated outstanding service to the Community through extraordinary efforts and work product during the year may be recognized through awards which will include taxable monetary compensation up to \$500, as determined by the City Manager.

In addition to the annual awards, when staff performs duties that are above and beyond their expected level of service, the City Manager with recommendation of the Department Directors may determine that such level of service warrants a taxable award in an amount not to exceed \$50 per award.

SECTION 13. ACTING PAY

Where an employee has been trained to assume the position of another in a higher range and will be performing in that position for more than 40 consecutive hours and it is not under the normal scope of duties to assume the position, the employee may be granted a temporary 5% salary increase retroactive to the day they began serving in the position. At the discretion of the City Manager, a higher temporary increase may be granted based on specific circumstances. Acting pay shall only be granted upon the recommendation of the Supervisor and Department Director and with the approval of the City Manager.

SECTION 14. NOTARY PUBLIC PAY

The City has needs of the service of a certified Notary Public to notarize City documents. An employee who has been designated by the City Manager to utilize their Notary Public Commission

for this purpose shall receive a monthly stipend of \$75.00 per month.

SECTION 15. UNIFORMS

The City shall provide and pay for the maintenance of official City work uniforms for employees in all generally accepted "field" classifications. Each employee designated by the City Manager to wear an official City work uniform shall be required to wear the complete uniform at all times while on duty with the City.

Upon separation of employment, the employee shall turn in all uniforms and other items issued.

SECTION 16. BOOT ALLOWANCE

The City requires the use of safety shoes where foot hazards exist as a significant part of the job. Employees shall not be permitted to work in areas where foot or slip/fall hazards exist unless properly protected.

DEFINITIONS

Risk Level 1: Job duties that involve a high degree of potential foot hazards. Working on uneven and slippery surfaces, handling heavy objects, equipment, or tools potentially causing injuries from crushing or penetrating actions. A steel toe safety shoe is required.

Risk Level 2: Job duties that involve a lesser degree of foot hazard risk potential. Working on uneven surfaces, handling light objects, equipment, or tools with no exposure to crushing or penetrating actions. An appropriate work shoe or boot is required.

Fair wear and tear: A determination that shoe wear has deteriorated to the point that replacement is necessary.

GUIDELINES

The City of San Dimas will provide a new pair of safety shoes to an employee based upon "fair wear and tear" of existing shoes to a maximum cost of \$200.00 for each employee determined to be exposed to Risk Level 1 or Risk Level 2, foot hazards. Except in unusual circumstances, safety shoes will not be purchased for an employee more frequently than once every 6 months.

The City of San Dimas has established a commercial account with Boot Barn to provide safety shoes. The employees eligible for the safety shoe program will receive a voucher that is signed and approved by the authorized Manager/Supervisor, worth up to \$200.00 towards their required safety shoes. Boot Barn will include a 10% discount for all instore purchases. However, employees will be allowed to purchase and wear safety shoes obtained from other sources than the contract vendors.

The cost of the safety shoe purchased in excess of the maximum of \$200.00 will be the responsibility of the employee.

All Risk Level 1 safety shoes must have "steel reinforced or equivalent toes" with insteps, and bear the official stamp of approval from the American National Standards Institute (ANSI) or American Society for Testing Materials (ASTM). A 6" minimum high-top shoe, for jobs involving

uneven ground assignments, and a low quarter shoe, for jobs involving more even ground assignments will be the standard.

For all Risk Level 2 safety shoes a 6" minimum high-top shoe, for jobs involving uneven ground assignments, and a low quarter shoe, for jobs involving more even ground assignments will be the standard. Shoes shall meet a minimum standard for a work shoe.

No tennis shoes, cowboy boots, slip-on boot or shoe styles will be allowed.

Level requirement determinations and fair wear and tear evaluations will be made by the Department Director or authorized Supervisor. The Assistant City Manager will be available for consultation.

The following position classifications are defined as Risk Level 1 and Risk Level 2 as it pertains to this policy:

Risk Level 1

Streets Maintenance Worker I and II
Landscape Maintenance Worker I and II
Facilities Maintenance Worker I and II
Facilities Maintenance Manager
Facilities Maintenance Supervisor
Equipment Operator
Equipment Mechanic
Public Works Maintenance Supervisor
Public Works Manager
Landscape Maintenance Supervisor
Landscape Maintenance Manager
Municipal Arborist

Risk Level 2

Building Inspector I, Senior Building Inspector
Building and Safety Manager
Public Works Inspector
Engineering Manager
Assistant Engineer
Associate Engineer
Senior Management Analyst (Public Works, Environmental)
Management Aide (Public Works, Environmental)
Code Compliance Officer

PROCEDURE

Each Department Director will establish a list of employees needing Risk Level 1 or Risk Level 2 safety shoes, in compliance with the above statement, guidelines, and Definitions.

Risk Level 1 safety shoes will be provided according to the guidelines. If shoes have worn, each Department Director or authorized supervisor will evaluate new safety shoe requests determining if resoling and/or re-heeling is appropriate. If so, the employee will be directed to have the shoes repaired and return the repair receipt for reimbursement.

When new safety shoes are purchased, the authorized supervisor of the requesting employee will verify by their signature on the Reimbursement/Approval form the following points:

1. The employee is eligible to receive shoes.
2. The safety shoe style is appropriate for the work performed.
3. The division director or supervisor will ensure that employees obtain the correct safety shoes.

After the employee obtains the correct shoe, the supervisor or Department Director will verify that the shoe is in compliance.

Note: The employee is responsible for selecting the correct shoe in compliance with this section.

After verification, the employee will purchase appropriate shoes and turn in an invoice from the contract vendor or a receipt from a vendor of the employee's choice to the Department Director or supervisor.

The Department Director or supervisor will forward the receipt from the employee to the accounting department for reimbursement.

If necessary, the employee will pay for any incurred costs/subsequent shoe purchases over the maximum allowance at the time of the transaction with the vendor.

Upon receipt of the completed invoice, the authorized supervisor shall validate the completed transaction.

COMPLIANCE

The Department Director or supervisor will ensure employee compliance with the program. Employees shall not be allowed to work without wearing the appropriate shoe.

All safety shoes/boots will be purchased by employees during their own time. No employee shall be allowed to purchase safety shoes while on duty unless authorized by the Department Director for emergency reasons.

EMPLOYEE RESPONSIBILITY FOR MAINTENANCE AND REPLACEMENT INTERVALS FOR SAFETY FOOTWEAR

Replacement of lost or damaged shoes will not be reimbursed unless the employee can show reasonable cause for loss or damage. Employees are responsible for maintaining and

safekeeping their safety footwear in such a manner that it is usable for at least 12 months. All premature, unusual wear or damage must be reported to the supervisor. If extreme conditions exist for premature wearing of shoes the employee must notify the supervisor immediately. The supervisor, up to the Department Director, will investigate the situation and determine correction for the problem. The Assistant City Manager will be available for consultation.

SECTION 17. ADMINISTRATIVE LEAVE

Administrative Leave shall be granted to certain management personnel that are exempt from overtime compensation under Fair Labor Standards Act guidelines. The specific terms and conditions of the program shall be determined and approved by the City Manager in accordance with City policy.

SECTION 18. TUITION REIMBURSEMENT

All regular full-time employees who have passed an initial probation shall be eligible for the Tuition Reimbursement Program. The courses of study or specialized training taken at an Accredited College or University, shall be directly related to the employee's current occupation or for preparing for future promotions within the City, subject to the provisions below.

To qualify for tuition reimbursement, a Tuition Reimbursement form must be submitted and pre-approved by the employee's Department Director and Human Resources before the courses begin.

The Tuition Reimbursement program will operate on a calendar year basis and shall be subject to the availability of funds as determined by the City. Employees may be reimbursed up to \$2,000 per calendar year. Payments are made with the 15th and 30th warrant registers of the month.

All course work must be completed while employed by the City of San Dimas with a passing grade of "C" or equivalent when numerical score or pass/fail grade is given. If the employee either does not receive a "C" or better or for any reason does not finish the class, the reimbursement shall not be paid.

Any employee who shall voluntarily retire or separate employment or be terminated for disciplinary cause within one year from the completion of the class or classes shall refund all tuition paid under this provision for those specific classes unless they were required to attend by the appointing power.

The City reserves the right to investigate any school and approve or deny it for reimbursement if such action appears warranted. Courses must be taken at an accredited education institution, which is defined as any college or university which has been accredited by a recognized government or professional accrediting body (as determined by the City). Additionally, the City reserves the right to deny any course(s), specialized training or degree programs determined by the City Manager to be non-job related.

The City Manager or designated training officer is authorized to prescribe other limitations with respect to the time which may be spent by an employee in training and the amount of tuition reimbursement allowed per employee each year. The City Manager or designated training officer may waive any or all of the restrictions in this section.

SECTION 19. CAR ALLOWANCE

The following positions shall receive a monthly allowance for car expenses:

<u>POSITION</u>	<u>MONTHLY ALLOWANCE</u>
City Manager	\$600.00
Assistant City Manager	\$300.00
Director of Administrative Services/Treasurer	\$300.00
Director of Parks & Recreation	\$300.00
Director of Public Works	\$300.00
Director of Community Development	\$300.00
Building & Safety Manager	\$300.00
Recreation Manager	\$250.00
Engineering Manager	\$250.00
Associate Engineer	\$250.00
Facilities Manager	\$250.00
Planning Manager	\$250.00
Senior Planner	\$250.00
Associate Planner	\$250.00
Assistant Planner	\$250.00
Housing Manager	\$250.00
Human Resources Manager	\$250.00
Recreation Supervisor	\$250.00
Senior Management Analyst	\$250.00

SECTION 20. CELL PHONE/DATA ALLOWANCE

The following positions shall be eligible to receive a monthly allowance for personal cell phone expenses and data charges as listed pursuant to the provisions of the City Cell Phone Policy:

<u>POSITION</u>	<u>Cell Phone</u>	<u>Data Charges</u>
City Manager	\$150.00	
Assistant City Manager	\$40.00	\$45.00
Director of Administrative Services/Treasurer	\$40.00	\$45.00
Director of Parks & Recreation	\$40.00	\$45.00
Director of Public Works	\$40.00	\$45.00
Director of Community Development	\$40.00	\$45.00
Information Systems Manager	\$40.00	\$45.00
Building & Safety Manager	\$30.00	N/A
Recreation Manager	\$30.00	N/A
Engineering Manager	\$30.00	N/A
Facilities Manager	\$30.00	N/A
Senior Planner	\$30.00	N/A
Recreation Supervisor	\$30.00	N/A
Recreation Coordinator	\$30.00	N/A
Planning Manager	\$30.00	N/A

SECTION 21. TIME OFF FOR SDEA BOARD

Members of the San Dimas Employees' Association Board shall be entitled to utilize four hours per month with pay to engage in activities directly related to management of the SDEA. (Amended per Resolution 89-54, 6/13/89)

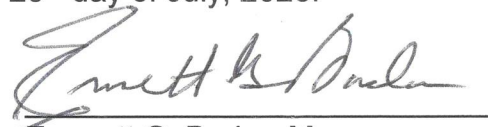
SECTION 22. PAYROLL DEDUCTIONS

On each bi-weekly payroll and in such form as the Administrative Services Director may determine, the Finance division is authorized and directed to deduct and withhold from the salary paid to each officer or employee of the City:

- A. The minimum amount required by Federal Law for income tax purposes and to make payment thereof to the United States as required by law.
- B. The minimum amount required by State Law for income tax purposes and to make payment to the State of California as required by law (Res. No. 76-57, July 13, 1976).

Any officers or employees may authorize the Administrative Services Director or designated staff to make deductions from their salaries to be paid to: 1) the carrier(s) of the City's health insurance program(s); 2) a charitable organization; 3) a financial institution, such as a credit union; 4) any other legitimate organization of the employees' collective choice. When so authorized by the employees, the Administrative Services Director or designated staff may make such deductions from the employees' salaries and pay the amounts designated to the appropriate organization.

PASSED, APPROVED AND ADOPTED this 25th day of July, 2023.


Emmett G. Badar, Mayor

ATTEST:


Debra Black, City Clerk

I, Debra Black, City Clerk, hereby certify that Resolution 2023-50 was adopted by the City Council of San Dimas at its regular meeting of July 25, 2023, by the following vote:

AYES: Badar, Ebner, Nakano, Vienna, Weber
NOES: None
ABSENT: None
ABSTAIN: None


Debra Black, City Clerk